

FORM 2-6 New Management Letter

[typed on company letterhead]

[date]

Dear Resident:

We are pleased to announce that _____ has been appointed exclusive management and leasing agent for _____, effective _____/19____

Please note *the* information listed below.

Resident Manager: _____

Management Office Telephone No. _____

Emergency Maintenance Telephone No. _____

Make Rent Checks Payable to _____

Deliver or Mail Checks to _____

If you have any questions about this information, please call the resident manager.

We welcome your comments, criticisms, and suggestions to aid our efforts in offering you the finest management service. We look forward to a long and mutually beneficial relationship with you.

Sincerely,

[management company name]

[officer's name]

[title]